

Zoom as Events

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Content

- 01** Zoom Meetings vs Zoom Webinar
- 02** Zoom Presets
- 03** Collecting Registrations
- 04** Zoom Event Management
- 05** Post Event Follow-up
- 06** Tips and Tricks
- 07** Thank you



Zoom Meetings vs. Webinars

01

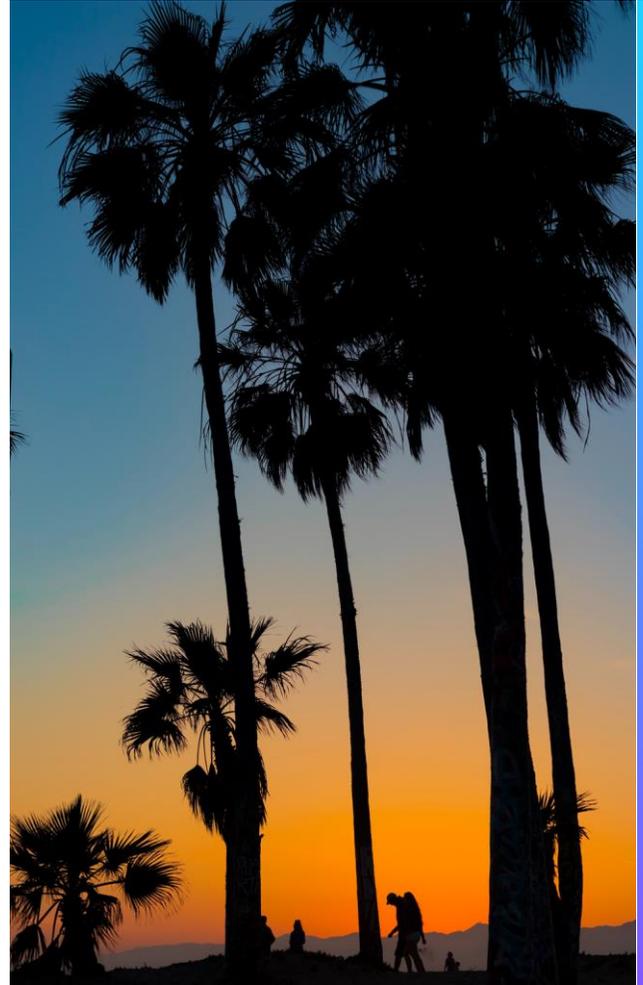


Zoom Meetings

- **Current licenses from CCConferZoom provided by the California Community Colleges (Zoom PRO Licenses)**
- **300 person capacity**
- **No time limits to holding meetings**
- **Interactive Sessions with audience participation**
- **Voice and Video encouraged with deactivation**

Zoom Webinar

- Currently not part of CCConferZoom licenses
- Paid Add-on Feature
 - 500 capacity with an additional 500 license
- Structures conversations differently (view-only participation)
 - Attendees do not interact with one another
 - Chat feature disappears; attendees can participate in Q+A and participate in polls
- Ideal for “One-to-Many” conversations
- Ideal for large public broadcasts where attendees maybe unknown





Cyrus Fernandez

MANAGEMENT ACADEMY

CLASSIFIED EMPLOYEE EVALUATION SERIES



Human Resources

HOSTED BY
DR. TRE'SHAWN HALL-BAKER
AND
MICHAEL HUDSON

TODAY'S SESSION
"WHY WE NEED TO
EVALUATE EMPLOYEES?"

JOIN US ON TUESDAY AT 11 A.M. - NOON



A photograph of a modern, multi-story building with a facade of dark blue and grey panels. In the foreground, there is a concrete wall with large yellow letters spelling "SANTA MONICA COLLEGE". A blue and purple gradient overlay is positioned in the center-right of the image, containing white text.

Zoom Presets

02

Zoom Presets

Structuring Events in Zoom

- Your audience may not know how to interact in zoom-

Simplify the experience for your participants

- Disable Screenshare, Annotation and Whiteboard

1. Sign into Zoom
2. Click “Settings”
3. Click “In Meeting (Basic)”
4. Scroll down to the Screen Sharing Options and make the following selections
 1. Screen Sharing: Activate
 2. Who Can Share?: Host Only
 3. Disable desktop/screen share for users: You can change settings in the live meeting to allow screen share
 4. Annotation: Disable
 1. Annotation cannot be activated in a live meeting if it is disabled in settings
 5. Whiteboard: Disable
 1. Whiteboard cannot be activated in a live meeting is it is disabled in settings
 6. Remote Control: Disable

Zoom Presets

Structuring Events in Zoom

- Your audience may not know how to interact in zoom-

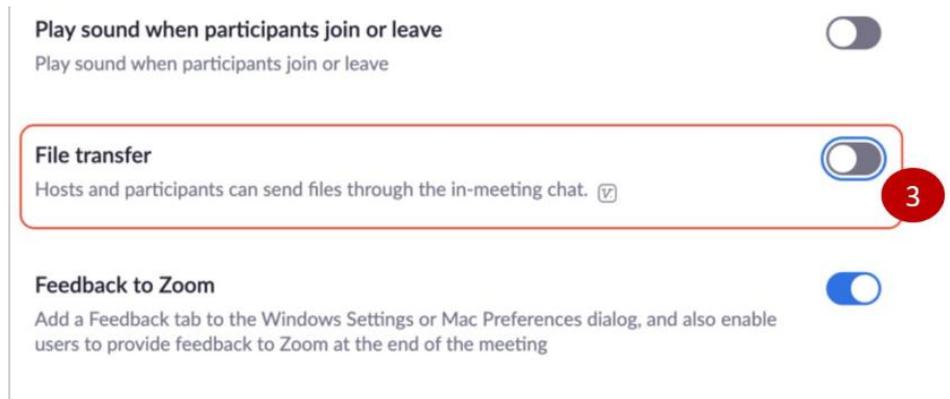
Simplify the experience for your participants

- Disable File Transfer

1. Sign into Zoom

2. Click “Settings”

3. Navigate to the File Transfer Option on the Meeting Tab and verify that the setting is disabled. If the setting is enabled, click the Status toggle to disable it.



Zoom Presets

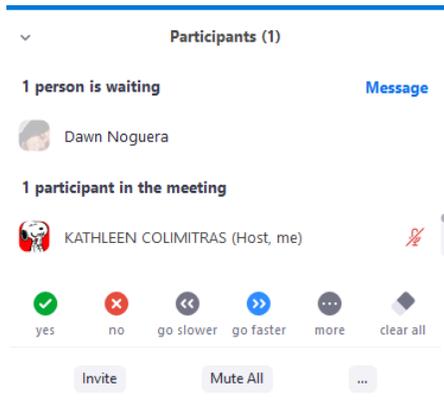
Structuring Events in Zoom

- **Prior to Meeting Start**- You have control over who may enter your session
 - “Mute All Participants on Entry”- It gives your audience some privacy
 - Enable “Join Before Host”
 - Enable “Enable Waiting Room”
- 1. Log into Zoom
 1. Schedule a Meeting
 1. Scroll to “Meeting Options”
 2. Tick the boxes:
 1. Enable Join Before host
 2. Mute participants upon entry
 3. Enable waiting room
- Think of “Enable Waiting Room” as the door to your event. You can wait for your Panelists or speakers and have a quick minute chat before the start of the event

Zoom Presets

Structuring Events in Zoom

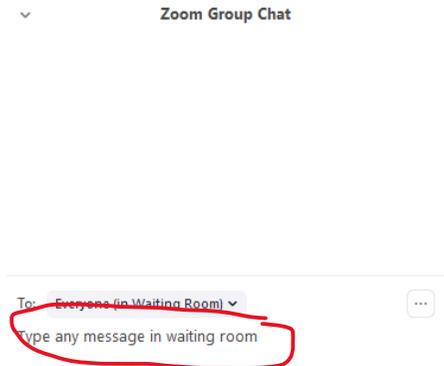
- You can also communicate with the waiting room attendees as you are still waiting to set up or last minute conversations



The screenshot shows the Zoom Participants panel. At the top, it says "Participants (1)". Below that, it indicates "1 person is waiting" with a "Message" link. The waiting participant is Dawn Noguera. Underneath, it says "1 participant in the meeting" and lists KATHLEEN COLIMITRAS (Host, me) with a mute icon. There are several control buttons: "yes", "no", "go slower", "go faster", "more", and "clear all". At the bottom of this section are "Invite" and "Mute All" buttons.

Meeting Messages

From Host to Everyone (in Waiting Room):
Type any message in waiting room



The screenshot shows the Zoom Group Chat section. It has a "To:" dropdown menu set to "Everyone (in Waiting Room)". Below the dropdown is a text input field with the placeholder text "Type any message in waiting room".

Scheduling Sessions

Do what makes sense for your audience and participants

- Once Presets are all set, now its time to schedule your sessions in Zoom
 - Tick box- “Registrations Required”
 - Tick box- “Waiting Room”
 - Video - Host “On”, Participant “Off”
 - Audio - “Both”
 - Meeting Options: Tick box “Mute all Participants on Entry” and “Join Before Host”
 - Meeting Type: Select “Non-Instructional”
 - Alternative Hosts: To designate Alternate hosts (can also be speakers panelists, presenters or additional assistance such as “ZJs”_
 - Once complete, select Save

Scheduling Sessions

Do what makes sense for your audience and participants

- Once Presets are all set, now its time to schedule your sessions in Zoom

Registration Required

Meeting ID Generate Automatically Personal Meeting ID 295 166

Security Passcode Waiting Room

Video

Host on off

Participant on off

Audio Telephone Computer Audio Both

Dial from United States of America [Edit](#)

Meeting Options

Enable join before host

Mute participants upon entry 

Only authenticated users can join 

Breakout Room pre-assign

Record the meeting automatically in the cloud

Meeting Type

Alternative Hosts

A photograph of a modern building with large glass windows and a blue-to-purple gradient overlay. The building has a grid-like facade and is illuminated from within. A blue-to-purple gradient rectangle is overlaid on the right side of the image, containing white text.

Collecting Registrations

03

Collecting Registrations

When creating your event in Zoom, you can actually collect registrations. It allows you to see how many have pre-registered and who could show up

1. Log into Zoom

1. Schedule a Meeting

2. Registration: Tick the box, “Required”

- Don't forget to upload any banners or branding

[My Meetings](#) > Schedule a Meeting

Schedule a Meeting

Topic

My Meeting

Description (Optional)

Enter your meeting description

When

06/29/2020



10:00

PM

Duration

1

hr

0

min

Time Zone

(GMT-7:00) Pacific Time (US and Canada)

Recurring meeting

Registration

Required



Human Resources

Meeting Registration



Topic Mandatory Workplace Harassment Training for Nonsupervisory Employees (SB 1343)

Description California passed legislation known as SB 1343 mandating sexual harassment training for all nonsupervisory employees. This interactive session will cover sexual harassment, abusive conduct, other emerging issues, and your rights! If you have not completed this training, then here is your opportunity to fulfill your obligation and to ask questions.

*Attendees in this session who complete this workshop will meet Santa Monica College's SB 1343 90 minute training requirement
*Remember you must be present for the full hour to fulfill your obligations successfully
*A certificate of completion will be distributed after the course verifying 1-hour of professional development
*All nonsupervisory employees must complete this training in 2020

Time Jul 15, 2020 10:00 AM in Pacific Time (US and Canada)

First Name*

Last Name*

Email Address*

Confirm Email Address*

* Required information

Register

Collecting Registrations

Distributing the registration link is easy!

1. Once the meeting is set, a registration link is created
 1. Copy invitation
 2. Hyperlink to a Registration Button

My Meetings > Manage "Mandatory Workplace Harassment Training for Nonsupervisory Employees (SB 1343)"

Start this Meeting

Topic	Mandatory Workplace Harassment Training for Nonsupervisory Employees (SB 1343)
Description	<p>California passed legislation known as SB 1343 mandating sexual harassment training for all nonsupervisory employees. This interactive session will cover sexual harassment, abusive conduct, other emerging issues, and your rights! If you have not completed this training, then here is your opportunity to fulfill your obligation and to ask questions.</p> <p>*Attendees in this session who complete this workshop will meet Santa Monica College's SB 1343 90 minute training requirement *Remember you must be present for the full hour to fulfill your obligations successfully *A certificate of completion will be distributed after the course verifying 1-hour of professional development *All nonsupervisory employees must complete this training in 2020</p>
Time	Jul 15, 2020 10:00 AM Pacific Time (US and Canada)
Add to	 Google Calendar  Outlook Calendar (.ics)  Yahoo Calendar
Meeting ID	992.4909.3465
Meeting Password	× Require meeting password
Alternative Hosts	KUYKENDALL_ALAN@smc.edu, SUBIAS_LINDA@smc.edu

Registration Link

<https://cccconfer.zoom.us/meeting/register/U0Vc-CopzguHNG-ueltmPDhlaCLtnU6T4FX>

 Copy Invitation

Collecting Registrations

View Registration counts and export

1. Once the meeting is set, Scroll to “Registration”
2. On the right hand side, select “View”

Registration

Email Settings

Branding

Poll

Live Streaming

Manage Attendees

Registrants: 34

View

Registration Options

Automatically Approved

Edit

Send an email to host

Close registration after meeting date

Allow attendees to join from multiple devices

Show social share buttons on registration page

An aerial view of a modern campus courtyard. The scene is dominated by numerous palm trees of varying heights. In the foreground, a long, rectangular fountain with multiple water jets is visible. To the left, a large building with a prominent red overhang and a green-tinted facade is partially visible. In the background, other campus buildings and trees are scattered under a clear blue sky. A semi-transparent blue and purple gradient box is overlaid on the right side of the image, containing white text.

Zoom Event Management

04

Zoom Event Management

Running Events in Zoom

Golden rule of running Zoom as an event:

“NEVER DO IT ALONE”

- Keep Presenters or Speakers as such
- Solicit assistance from others ahead of time (Identifying a “ZJ”)
- The zoom session creator is automatically the host; designate co-hosts in zoom (in real-time) or Alternative hosts (ahead of time)
 - The Zoom Host can hover over who is solicited to help and select “More” and “Make Co-Host”

Role of A “ZJ”

- **ZJs role is to make sure the event runs smoothly**
- **Role includes:**
 - **Monitoring the Chat**
 - **Admitting/ Removing People**
 - **Muting/Unmuting**
 - **Fielding Questions**
 - **Communicating with Waiting Room Attendees**
 - **Taking over as a host/ facilitating the conversation**

Zoom Event Management

Running Events in Zoom

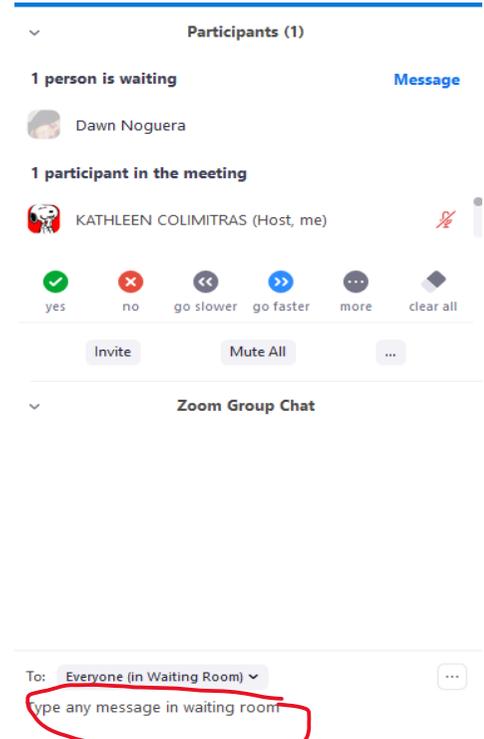
- Start the Meeting or Webinar
- Since you have enabled a Waiting Room, you can allow participants to wait before the event begins. Send any messages in the waiting room, as needed
When you are ready, begin admitting individually or select “Admit All”

Sample Waiting Room Message

“Welcome to the Sessions titled “_____”. We are glad you are here and you are in the correct area.

A few community guidelines for this session. Please feel free to use the chat box feature which will be monitored for questions or comments. Participation via video and audio is optional. If you would like to ask a question, please raise your hand in the “Participants List” feature.

This session will/will not be recorded for future viewing. Our session will be a few short moments. In the meanwhile, sit back and relax and we will begin shortly- Name



Zoom Event Management

Zoom Event Disruptions

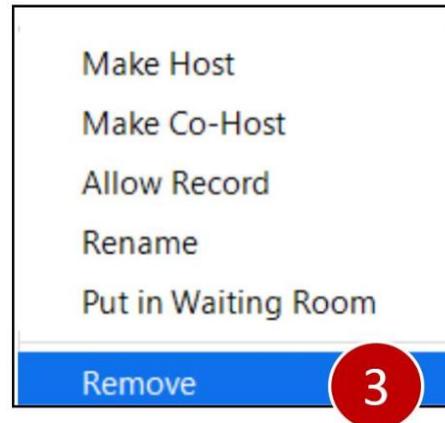
- You and the ZJ have control over the session
- First, communicate with the participant via chat privately. Asking the participant to rephrase a question or comment can help
- Gain more information from the participant
- Don't be afraid to mute the participant
- If disruptions still occur, verbally warn them (or write a private message in the chat) they will be removed from the room and placed in the waiting room



Zoom Event Management

Zoom Event Disruptions

- If disruptions persists, go to the Participants list, place your mouse over the name of a person and click “More”.
- Click “Remove”



Zoom Event Management

A Note about “Zoombombers”

- A Zoombombers intent is to disrupt
- Zoombombers can be managed and neutralized with the correct presets and responsive room management. ZJs to the rescue!
- If you managed to collect any information, report it to SMC IT and local authorities
 - Good thing we collected registrations!
 - Good thing we had a chance to chat with them
 - If a cellphone is hand, record the incident



A Ferris wheel with colorful gondolas (red, yellow, and white) is visible in the lower half of the image. The sky is bright blue with scattered white clouds. A semi-transparent blue-to-purple gradient rectangle is overlaid on the right side of the image, containing the text.

Post Event Follow Up 05

Zoom Usage and Reporting

Registration Reports

- Log in to Zoom with SMC Credentials
 - Left hand side, Select Reports
 - Usage Reports
 - Specify date range
 - Select the event
 - Right hand side, select “Generate”
 - Once generated, head to “Report Queue”
 - Right hand side, Select “Download”

The screenshot shows the Zoom Admin console interface. On the left, the navigation menu includes Profile, Meetings, Webinars, Recordings, Settings, and Account Profile. The 'Reports' link under Account Profile is highlighted. The main content area shows the breadcrumb path: Reports > Usage Reports > Meeting > Meeting Report > Report Queue. A checkbox labeled 'Include reports that failed to generate results' is checked. Below this is a table with columns for Report Type, Scheduled Time, Start Time, Topic, Meeting ID, Generate Time, and a Download link.

Report Type	Scheduled Time	Start Time	Topic	Meeting ID	Generate Time	Download
Registration Report	Jun 17, 2020 10:00:00 AM	Not started	Mandatory Workplace Harassment Training f...	928 1181 3047	Jun 23, 2020 10:03:37 AM	Download
Registration Report	Jun 17, 2020 10:00:00 AM	Not started	Mandatory Workplace Harassment Training f...	928 1181 3047	Jun 22, 2020 11:31:33 AM	Download
Registration Report	Jun 17, 2020 10:00:00 AM	Not started	Mandatory Workplace Harassment Training f...	928 1181 3047	Jun 22, 2020 11:29:43 AM	Download

Zoom Usage and Reporting

Usage Reports

- Log in to Zoom with SMC Credentials
 - Left hand side, Select Reports
 - Usage Reports
 - Select Usage
 - Specify Date Range
 - Locate Duration; Under Participants, select the number

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Profile Meetings Webinars Recordings Settings Account Profile **Reports**

Attend Live Training
Video Tutorials
Knowledge Base

Reports — Usage Reports — Usage Document

From: 05/05/2020 To: 05/21/2020 Search

Maximum report duration: 1 Month
The report displays information for meetings that ended at least 30 minutes ago.

Export as CSV File Toggle columns ▾ Add tracking field to columns ▾

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants
Zoom Meeting with Forrest S...	930 5708	Cyrus Fernandez	fernandez_cyrus@smc.edu		ACCOUNT HOLDERS	No	05/05/2020 06:39:06 PM	05/07/2020 10:52:06 AM	05/07/2020 12:29:04 PM	97	4
Worldwide Zoom with the H...	953 5741	Cyrus Fernandez	fernandez_cyrus@smc.edu		ACCOUNT HOLDERS	No	05/09/2020 11:22:37 AM	05/09/2020 06:06:23 PM	05/09/2020 09:26:49 PM	201	5
NEW LINK* SMC Managem...	988 8671	Cyrus Fernandez	fernandez_cyrus@smc.edu		ACCOUNT HOLDERS	No	05/08/2020 12:12:27 PM	05/12/2020 10:32:25 AM	05/12/2020 12:19:19 PM	107	41
NEW LINK "I Can Shine an...	939 9691	Cyrus Fernandez	fernandez_cyrus@smc.edu		ACCOUNT HOLDERS	No	05/06/2020 12:14:42 PM	05/13/2020 09:40:47 AM	05/13/2020 11:19:26 AM	99	48

Tips and Tricks

Final helpful hints

- Even though events are online, nothing can substitute the skills of great presenters and genuine human interaction. Smile, have fun, don't be afraid to be vulnerable or make mistakes, crack jokes (if you have a talent for it)
- Try and have a ZJ for your event! If possible, have the ZJ video turned on, smile and be part of the session. Sometimes, a ZJ is an anchor for the room and presenters
- Address comments in the chat function in encouraging and helpful ways. Not everyone wants to participate via video/audio
- Enjoy the “Thank you” comments at the end of each session!





Thank you!

Please feel free to contact me for the slides or any additional questions or comments or one-on-one consults!

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